

Copy & Pasting Tutorial #9

Copy & Pasting is when you transfer one object from one location to a different location. Here are a few things that copy & pasting makes easy:

- Transferring a file/folder/image to a different location
- Transferring information found on the Internet to a word processor document
- Transferring a link of a web to an Internet browser

****Plagiarism is a serious offense and is not taken lightly. If you choose to copy and paste information, make sure that it is for personal use only.**

Copying & Pasting from Internet to Word

There are many different reasons for copy and pasting information. To copy and paste information from the Internet to a word document you must:

- (1) Open any word document on your computer (ex. OpenOffice and Microsoft Word)
- (2) Open the Internet Browser to find information
- (3) When you find information you must left click and drag your mouse across the desired information. The Information will be highlighted.

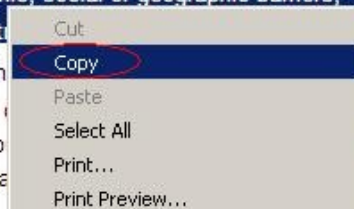
The Community Access Program (CAP, also seen as C@p) is an initiative of the Government of Canada to provide access to the Internet to those who, because of "economic, social or geographic barriers," would not otherwise have it. The program was initiated in 1994 and is administered by Industry Canada.^[1]

CAP sites are located in public locations such as schools, community centers, and libraries. They may provide access in locations that are geographically remote (e.g. on parts of Cape Breton Island^[2]) or serve populations subject to the digital divide.^[3] Sites are established and maintained by community networks, generally in partnership with municipal and provincial governments. There are CAP sites located in all of the provinces and territories of Canada.^[4]

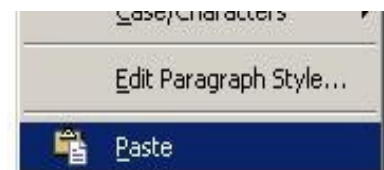
- (4) Right click on the highlighted information (make sure it stays highlighted)

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- (5) Left click on "copy"
- (6) Open the word document
- (7) Right click in the blank space and select "paste"

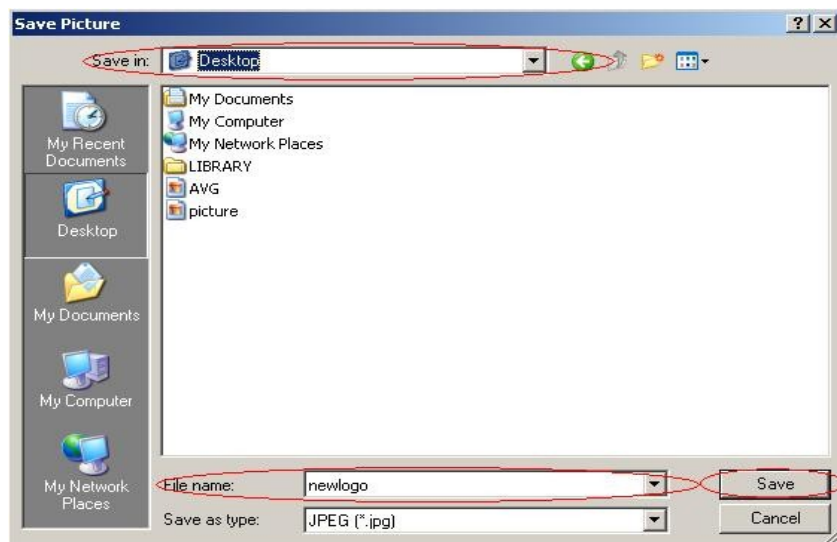


Saving Internet Images

****Copyright photos can only be used in a publication unless you get consent from the creator. If you wish to use a photograph in a publication, contact the website administrator.**

If you find a photograph you wish to save you:

- (1) Right click on the image
- (2) Left click on “Save Image As...”
- (3) Choose the desired location and re-name the file
- (4) Left click on “save”



Printing Documents from Websites

To print a document from a word processor or the Internet you must:

- (1) Left click on “file”
- (2) Left click on “print”
- (3) Choose the “print range” and “copies”
- (4) Left click on “OK”

